



Weekend Planning Guide

for Advisory Council Members and Weekend Leaders

9/17/2017

WEEKEND PLANNING GUIDE FOR LEADERS

This planning guide has been designed to help Weekend Leaders understand both the requirements of being a Kairos weekend leader and the forms/documents required to successfully conduct a weekend. This guide does not supersede any instructions contained in the Kairos Program Manual or the EZRA Software program. As you conduct your weekend, we actively encourage you to note tasks that your weekend required that may not be addressed here so that they may be considered for inclusion to assist leaders that come after you! The first two items should be the responsibility of the Advisory Committee (AC); unfortunately, not all AC complete these in the desired manner and some of the responsibility may fall on the weekend leader. Please submit your comments to: webmaster@kairosva.org

A. ADVISORY COMMITTEE RESPONSIBILITIES:

1. Members of the Advisory Committee (AC) should be identifying potential weekend leaders nine to eighteen months out. Once the AC agrees on possible future leaders, the chair of the AC should complete the Weekend Leader Nomination Form. This can be obtained from the Kairos of Virginia website - <http://www.kairosva.org/> - link to "Team Tools" – "Documents and Forms". Once the State Committee has approved a person to be a future weekend leader, the prospective leader should be formally notified and the AC chair should verify that he/she is available on the scheduled dates of the weekend and is available to serve as Observing Leader on the weekend prior to the weekend he/she will lead. Normally a weekend leader serves as Advising Leader for the following weekend, but any prior leader can fill this position at the discretion of the AC committee.
2. Recruiting new team members is the responsibility of the AC and of all team members. Ideally, the AC should provide the upcoming leader with a stack of applications from interested individuals. As some prospective team members may have to drop out prior to the weekend, the number of applications should be about 50% greater than the final number desired on the team. The AC is responsible for selecting the observing leader, the weekend leader and the advising leader. The weekend leader is responsible for prayerfully selecting all of the other team members who are to serve.

B. PREPARING TO BE THE WEEKEND LEADER

1. As soon as you are selected/asked to lead a weekend begin praying daily for:
 - A. A spirit of service, obedience, and sacrifice of your self-will.
 - B. God's purposes to be fulfilled in the Team, Prison, and the Residents lives.
 - C. The exact Team Members that God wants on this team.
 - D. Becoming familiar with the "Program Manual" – as you pray/read/pray/read.

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2. Once you have been selected to be a weekend leader, you should start identifying a possible Advanced Kairos Training you could attend. **All leaders are required to attend AKT!** The Application procedures for AKT training are posted on the Kairos of Virginia Website –“Team Tools” – “Training”. (The training dates and times are on the KPMI website <http://www.MyKairos.org> and click on the “Kairos Kalendar” link). Most years the Virginia State Committee sponsors AKT training in the Richmond/Williamsburg area. You may attend AKT 6 to 18 months before your weekend but you MUST have completed it prior to the time you serve as observing leader.

If you choose to attend the Virginia sponsored AKT, you must complete the application, have it approved by your state chair and send to the designated Virginia AKT coordinator. You don't send in any money; as the weekend funds are paid by the state and transferred internally.

If you are attending a weekend out of state, you must complete a payment request, have it signed by your AC Donor Coordinator and then sent to the State Financial Secretary. He/she authorizes the State Treasurer to send a check to the out-of-state coordinator. Personal checks CANNOT be used; if the future leader wishes to pay his/her own expenses, a personal check should be submitted to the AC Treasurer. This would be considered a donation. While not required, it is a good idea to send a copy of the registration directly to the Out-of-State AKT coordinator with a note that a check from the state is on the way. Make sure that you received a confirmation from the State coordinator before you travel. **(NOTE: submitting a nomination form to the State Committee DOES NOT register you for AKT. You MUST complete the AKT registration form.)**

3. **Assumptions:** This Leader's Timeline assumes that you will schedule a minimum of 36 hours as prescribe required team formation training (see PM III-1) before the weekend. Other team meeting options are available in the Program Manual and EZRA – you may need to adjust and combine procedures and information if you choose to meet fewer times due to travel times. NOTE: Four 8-hour sessions or five 6-1/2 hour sessions plus 4 hours the evening before the weekend starts or on the morning of the day the weekend starts will work well. Doing your final prayer circle and foot washing that on-site meeting will assure that all team members can participate.
4. After attending AKT immediately Order the EZRA Software disk following your AKT training, but no more than 6 months prior to your weekend to assure you have the most current version – use the procedures on the “Team Tools” “Documents and Forms” - Ordering page of the <http://www.kairosva.org> website. It is advisable to get a copy of the prior weekend leaders EZRA and get familiar with it. Any data you enter will only be for practice; it will not impact the official copy that the weekend leader you are observing is using. EZRA is licensed for a SINGLE weekend but you can make multiple copies of it. For subsequent weekends a new copy MUST be purchased. Be sure to check <http://www.kairosezra.com/> for the latest updates to EZRA.

As soon as you receive EZRA - Load the software and register it. You will receive a password that will enable you to use the software. **As soon as you unlock EZRA using the password that**

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was provided - Obtain a copy of the previous weekend leader's EZRA – this information should already be on your dedicated computer for weekend leaders.

Note: The basic idea of Ezra is that when a weekend leader finishes their weekend, they pass on their updated historical databases to the next leader who loads it in or finds it already loaded on the computer and is automatically starting with an updated history.

Once you install your copy of Ezra and get it registered, then you are ready for the updated history files from the previous leader and you are prepared to begin updating the information for your weekend. Make sure that if your previous leader has a modified weekend schedule that you check the box labeled **Load Previous Weekend Schedule**.

Note: There helpful tutorials and videos on the <http://www.kairosezra.com/> website/

C. TASKS TO BE COMPLETED 4-6 MONTHS BEFORE THE WALK:

1. Schedule Hosting Facility/Church for your Team Meetings.
2. Schedule your Team Meetings, avoiding your institution's reunion schedule. Include meeting start times, location, duration and all of your contact information.
3. Begin the Team Formation process, meet with the Advisory Council and discuss Leadership candidates. Invite (Call, Personally speak with, Mail, and/or E-mail) prospective Team members to consider becoming part of the Weekend. Include a "save-the-date" message so that prospective team members can start planning for the date. Include all of your contact information (name, address, phone numbers, and e-mail address). Follow-up with a phone call, as needed. Be sure to enter all contact information in EZRA.
4. Begin thinking about and confirm Music Team and send the Music Leader the Music Guidelines particularly for new music leaders (Program Manual, Section III- Pages 37 through 40).
5. Confirm Clergy - make a priority as best you can of being ecumenical and select clergy based upon the representation of denominations in your community.
6. Select and communicate with your **Agape Coordinator** and confirm the procedures by which you will receive Kairos Wall Agape.
7. Confirm that your selected **Coordinator** as approved by the Advisory Council has inventoried your supplies on hand and has ordered any necessary weekend supplies (crosses, Freedom Guides, etc.) Ordering Forms can be downloaded on the <http://www.kairosva.org/> website under "Team Tools" "Documents and Forms". Make

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sure your Coordinator (or anyone else that buys on behalf of the weekend) will only be reimbursed after providing **ORIGINAL** receipts. Please follow the instructions on these forms to ensure reimbursement!

Note: Reimbursements may be made to any member of Kairos for the following reasonable expenses within the calendar year they are incurred:

1. Supplies such as paper, marking pens or printer ink cartridges.
2. All supplies incidental to Kairos programs such as cleaning supplies, poster board, table decorations, note paper, folders, photographs, pencils, index cards, masking tape or envelopes.
3. Postage and post office box rental.
4. Printing and copying charges.
5. Long distance telephone charges.
6. All reasonable food items needed for Kairos programs.
7. Facility costs.
8. Advanced training registration fees and associated travel expenses for approved Weekend Leaders. All fees are paid by the State but charged against the AC's sub-account.
9. Registration fees and travel expense for State Representatives, including Board members and International Council members by the State to the Kairos Annual Conference. Registration fees are normally paid directly by the State. Individual travelers would make their own transportation arrangements and submit a request for reimbursement.
10. Any extraordinary expense pre-approved by the State Chapter Committee, or the Advisory Council. (NOTE: ACs CANNOT make "donations" to other organizations but they may pay a sponsoring church a fee for use of their facilities or meals provided to the team members.)

Reimbursement will NOT be made for the following expenses:

1. Transportation, including gasoline or mileage, for Kairos team meetings, Weekend and Post Weekend activities.
2. Cookie ingredients.
3. Stationery and cost associated with personal agape letters.
4. Medical tests (e.g. TB tests).
5. Basic telephone, cell phone or internet charges.
6. Medical expenses from injury or illness associated with a Kairos event.
7. Child care services for a team member.
8. Insurance for volunteer or vehicles used for volunteer work. (Does not include insurance related to a Kairos trailer being covered.)
9. The value of "donated" labor by an individual or organization.

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D. 2-4 MONTHS OUT:

1. Check with Institutional Liaison and determine what is necessary for registering participants for Closing. Be prepared to communicate that to the Team.
2. In Coordination with the prison Liaison meet with Prison Chaplain, the Warden and the head of Security (**and/or other responsible prison officials as necessary – this will vary from prison to prison**) and review issues from previous weekends, any special procedures for your Weekend. Review security issues, including check-in procedures and time involved. Confirm timing when you need to provide Team and Closing List and confirm when you can expect the Candidate List and brief the Chaplain on their responsibilities for selecting participants and alternates, go over completing application procedures, and desired Chaplain remarks at Closing. If your institution allows – make arrangements for photos during the weekend for the 4th day packet.
3. Give some thought about candidates for the 4th Day Speaker at Closing – remember table servants and a Kairos Outside speaker.
4. Begin to frame out your agenda for each of your team meetings – EZRA will be very valuable to help with this conceptually and especially if you need to combine team meetings to less than the 8 suggested. If you do not feel comfortable using EZRA, find another team member or friend familiar with computers to assist you. EZRA has tremendous capability when used consistently from one weekend to the next. If one leader fails to use it, much of the value will be lost for future leaders. Points to consider:
 - Send Reminder w/ map if necessary.
 - Confirm Team Meeting locations, dates, and times
 - Confirm Music Leader will have Music
 - Begin assigning Talks
 - Meeting attendance form
 - Assign specific tasks as required to your team members to help you during the meeting (setup, attendance, skits, meditations, talk and meditation reviews, scriptural focus, etc.)
 - Print out the handouts you will need for this meeting – consider printing agenda for meetings.
 - Communicate with volunteers their next meeting assignments
 - Begin preparing an updated volunteer team list for distribution to volunteers
 - Make sure the agreed upon volunteer application procedure and necessary training are attended to in a timely fashion – at least from the prisons viewpoint

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E. AS THE WEEKEND GETS VERY CLOSE YOU MAY WANT TO CONSIDER:

2 Weeks prior to the Weekend –

Send out guest (participants) names and DOC number along with hosting assignments so that team members can write letter to their guest

1 Week prior to the weekend –

- Think through the Overnight Team Formation Meetings/Team Meeting. Perhaps handout talk assignments for the Instructional Reunion or at least do this on the weekend itself.
- Consult with the Institutional Liaison and Advisory Council Chairperson to take a look at the actual team size and, if necessary to assure a Minimum Standard Team Size, notify the Chaplain to reduce the number of tables to that necessary to assure a Minimum Standard Team Size (see the chart in the Program Manual).
- Make resident table assignments – include in EZRA - the volunteers should have been assigned during the teaming process – perhaps a month or 2 out. Enter information in EZRA

3 Days prior to the weekend -

- Remind team members of the need for agape (cookies, any last minute reminders, etc.).
- Collect 4th Day Packet material:
 - ✓ volunteer and participant lists,
 - ✓ Safe mailing P.O. Box address',
 - ✓ Kairos Outside application and information,
 - ✓ group photo if allowed,
 - ✓ Kairos Graduation Certificates,
 - ✓ Grouping cards, etc.
- Request a team member(s) to collect "How Christ was evident this weekend" . Send this compilation of "How Christ was evident during the weekend" to the webmaster@kairosva.org for inclusion in the newsletter. Be sure to include as well as your prayer vigil partners as well.
- Pass out I "Team Formation and Weekend Evaluation Form" found in Ezra but called "Team Critique" form to each team member

2 Days prior to the weekend –

Print updated Weekend Schedules. There are a lot of options when printing the EZRA schedule. Make sure that you are selecting the correct options for what you want to accomplish. All the talks will be matched with the team member giving the talk and all the leader talks are printed out for you. It is a complete detailing of the weekend at your institution at your fingertips. Once you've printed the master schedule you can place it in a binder (acceptable to your institution) to take on the weekend. You do not need to use your Program Manual on the weekend, everything is included in the EZRA schedule.

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F. THE WEEKEND -

Schedule is formulated and printed from EZRA –

Print At least 4 copies of the schedule for the WL, OL, TSL & Chapel Coordinator. It is good to post a copy of the schedule at the hosting church or facility; Also, make daily copy available near the leaders table so that team members can check it if they feel they have a need.

G. ITEMS TO COMPLETE AFTER THE WEEKEND:

ASAP after the weekend – Confirm that the Agape and especially the Inside Coordinator has inventoried supplies and equipment, prepared an inventory report and has properly stored the material.

Within 1 week after the weekend –

COMPLETE THE EZRA WEEKEND LEADER’S REPORT. Keep a copy and send copies (preferably by e-mail using a PDF file) of “The Leader’s Report” (see EZRA for instructions).

Send information (name and complete mail and email address) on all volunteers from the weekend to:

Your Local Advisory Council Secretary, Chair, Kairos webmaster and whoever does your P.O. Box mail letters. The Weekend Leader Report has that information as well and you can just send him/her a copy.

Within 2 weeks after the weekend-

Confirm your Advising Leader has completed the Excellence Initiative for your Weekend. This can be found on the mykairos.org website in the Kairos Downloads tab. Look under the Excellence Initiative heading. Follow the directions relative to your Weekend (Kairos Inside/Outside/Torch). Also located on the kairosva.org website on the “Team Tools” “Documents and Forms” “Guidelines and Report Forms” page.

Collect all "Team Formation and Weekend Evaluation Form" found in Ezra but called "Team Critique" form from each team member and print or send to your Advising Council Chair.

Print a copy for or email a copy to your State Chapter Chair (kairosva.statechair@gmail.com) and your Advisory Council Chair.

No later than 3 weeks after the weekend –

Submit your Expense Report to the Financial Secretary if you have not already done so.

AS SOON AS YOU ARE FINISHED WITH YOUR WEEKEND –

Make a copy of the EZRA data to pass on to the next weekend leader (Copy Files for Next Leader – unless you have a dedicated computer). It may be appropriate to pass the data files to the Data Coordinator or Secretary/Administrative Coordinator for your Advisory Council so that

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interim changes can be made between weekends. This also ensures that the data is not lost should your Advisory Council decide not to have a weekend during a particular season.

CONFIRM THAT ALL PAPERWORK IS COMPLETE –

Expense Report, Leader's Report and Excellence Initiative. Be as committed to this as you were when you submitted your funds request.

Now, the important part! What you learned while preparing for this weekend and preparing your team is NOT a State secret. Share lessons learned and other information regularly with your Advisory Council, and your Observing Leader who should be preparing NOW for the next weekend...NOT 3 months from now. Please pass on what you learned for those that follow you!